



# EducompOnline

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**User Manual - For 'Principal'**

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# 1

## **Chapter 1. EducompOnline - Overview**

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### Introduction to EducompOnline

EducompOnline is a virtual school for Educomp Smartclass schools. As part of Educomp Smartclass schools, EducompOnline gives schools an institutional online presence to schools where they can perform a dynamic range of activities that empower them to deliver more value to students, parents, teachers, and principals.

With activities like send a message and, send an important announcement, the schools can inform the teachers, parents, and students about the upcoming events or updates. They can customize their website to match the identity of the school with a logo and use several services offered by EducompOnline. From a single access point, the schools can manage the accounts of teachers and students accounts by adding them into the system, tracking their activities, and viewing content and tests. They can share photos and videos of all the school events by uploading them on the website.

For each school, these activities are performed by a school administrator. As the principal, you can perform certain useful activities specific to your needs, for example, reviewing / approving / rejecting website content and calendar events, sending out messages and announcements, previewing tests, uploading pictures, and viewing reports.

### Best Configuration

The EducompOnline Web application is best used on Internet Explorer versions higher than 7.0 or Firefox versions 4.x or above, with a resolution of 1024 X 768 and colour depth of 16 bit or higher. The browser settings should be set to default for best performance.

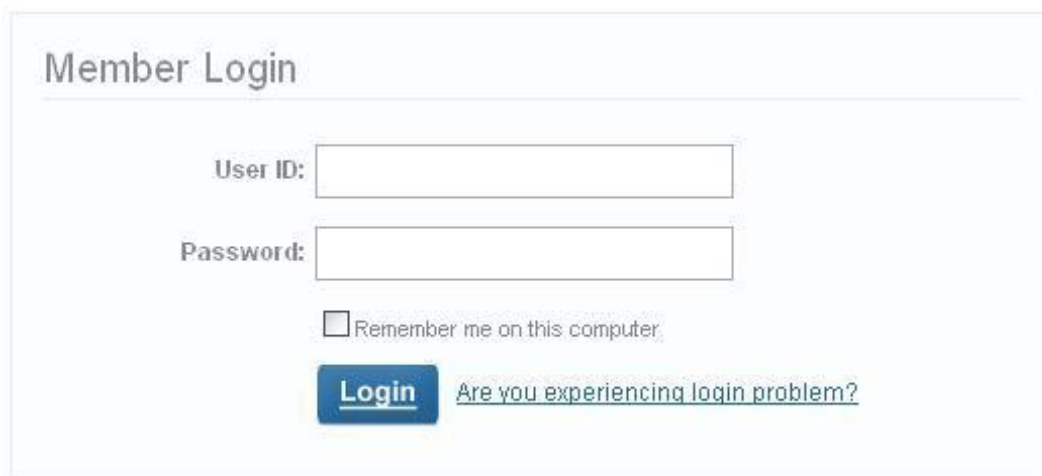
These settings ensure optimum user-friendliness of the user interface as well as easy maintenance of the application.

## Getting Started

The following information will help you quickly get started with the EducompOnline application.

### Logging In

The EducompOnline web application **Login** screen authenticates your identity and lets you in to use the provided functionality. Fill up the User ID and Password provided to you to log into the application.



Member Login

User ID:

Password:

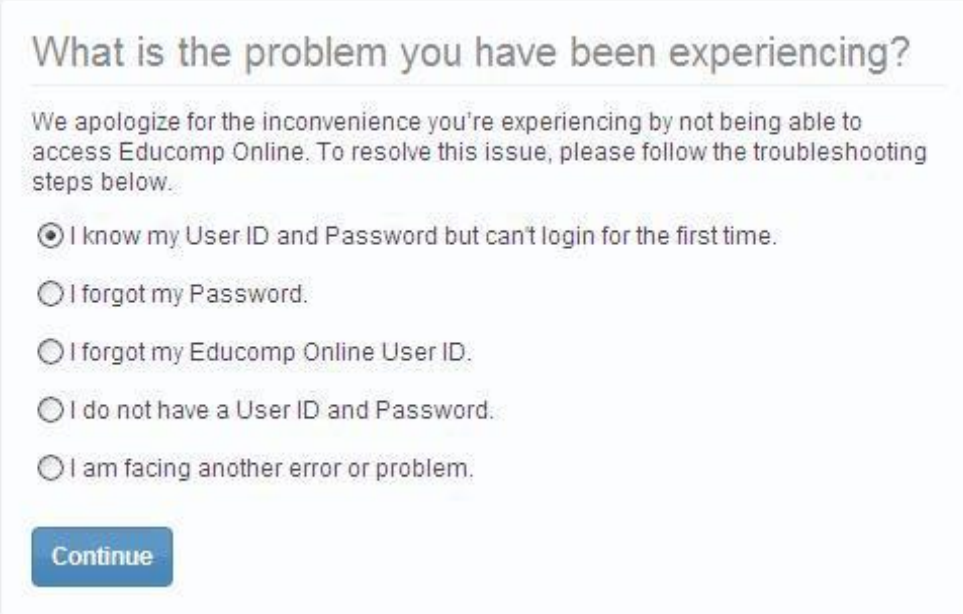
☐ Remember me on this computer

[Login](#) [Are you experiencing login problem?](#)

*Image 1.1 Member Login screen*

The **Remember me on this computer** option preserves your login credentials into computer cache to make them available to you at your next login.

If you come across any login related problems, such as forgot password or User ID, or you are facing another error, click the **Are you experiencing login problem?** link to open the following screen. Select the problem you are facing and click Continue to find some suggestion / resolution.



The screenshot shows a web form titled "What is the problem you have been experiencing?". Below the title is an apology message: "We apologize for the inconvenience you're experiencing by not being able to access Educomp Online. To resolve this issue, please follow the troubleshooting steps below." There are five radio button options for selecting a problem: "I know my User ID and Password but can't login for the first time." (which is selected), "I forgot my Password.", "I forgot my Educomp Online User ID.", "I do not have a User ID and Password.", and "I am facing another error or problem." At the bottom left of the form is a blue "Continue" button.

*Image 1.2 Login problems screen*

On successfully logging into the Web application, you see the main screen. From here, you can perform all operations specific to the EducompOnline Web Application.

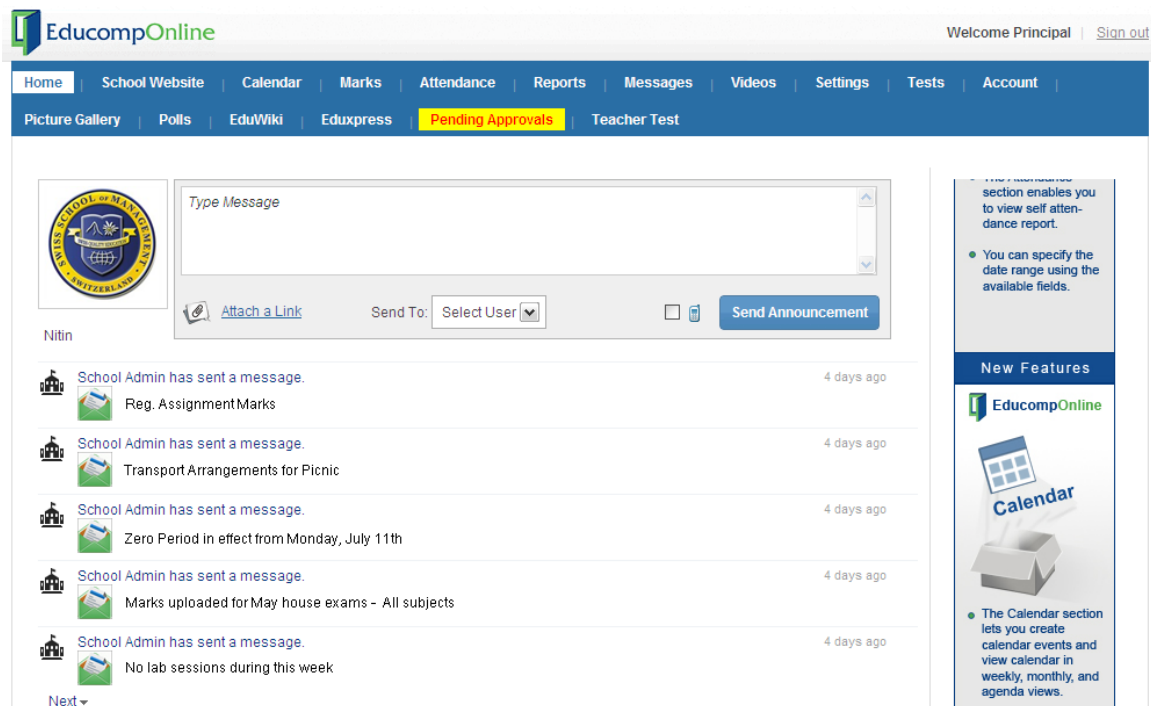


Image 1.3 EducompOnline main screen

The messages received are listed here, you can click any of these to open the message details.

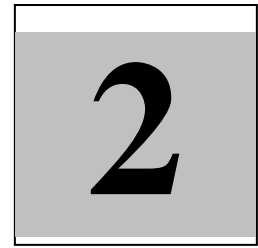
## Major Features

A principal can use the following major features offered by the EducompOnline website:

- Send out announcements
- Update school profile
- View Videos
- Preview Tests
- Upload / Edit / Delete Pictures
- Create / Edit Message Categories
- Manage Messages
- View Reports
- View / Create Calendar Events
- Manage School Website CMS
- Approve school website and calendar change submissions






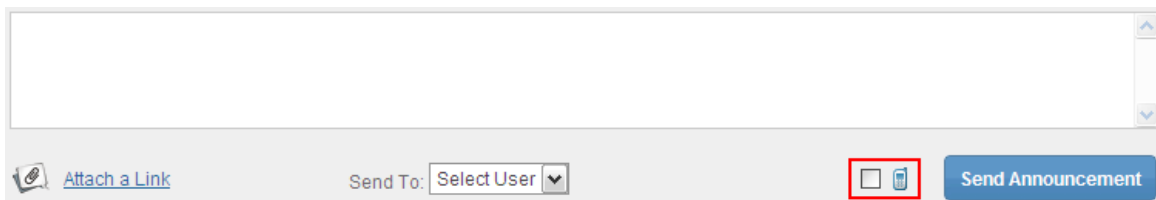


## Chapter 2. Announcements

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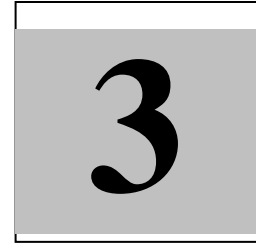
The **Home** screen for a principal user provides an interface to send out announcements to teachers, students, parents or all. Just write the message in the big text box, select the recipients from **Send To:** dropdown, attach a link, if required, and click **Send Announcement** to send across your message.

Select the  checkbox if you want recipients to get the announcement on their mobile phones as well.



*Image 2.1 Send Announcements screen*





## Chapter 3. School Website

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The **School Website** section is an advanced functionality for the privileged schools who wish to subscribe to it. It basically lets the school administrator and principal users update and maintain the school website on its own. The section provides controls to enable updating the design templates, upload various images, and edit content on the website.

Broadly, you can choose what template should be used for your website, what sections (also referred to as features) that should the website should contain, choose the appropriate font styles, theme, change images, and create/ edit the website content.

## School Website

Home

About Us

Faculty

Admissions

Academics

Facilities

Feedback

Contact Us

Career

## Home

### School Details

Select template

☒ Template 1

☐ Template 2

☐ Template 3

[Preview](#)

Select features

☒ Home

☒ About Us

☒ Faculty

☒ Admissions

☒ Academics

☒ Facilities

☐ Contact Us

☐ Career

☐ Feedback

Select theme

Grey

[Change](#)

School Name


Educomp

School Address

Delhi

School Logo

Browse...



School Banner

Browse...

Image not uploaded

#### Page Images

(recommended image size 160x125)

Image 1

Browse...

Image not uploaded

Image 2

Browse...

Image not uploaded

*Image 3.1 School Website screen*

To effect the desired changes, use the controls provided and click **Save**. You can also preview the changes before and after submission on the live server, using the available buttons.

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# 4

## Chapter 4. Calendar

The **Calendar** section lets you create calendar events and view calendar in weekly, monthly, and agenda views. As the principal user, you can create calendar events meant for Teachers, Students, Parents, or all.

The **View Calendar** and **Create Event** links display and create calendar events respectively.

Home > Calendar > Create Event

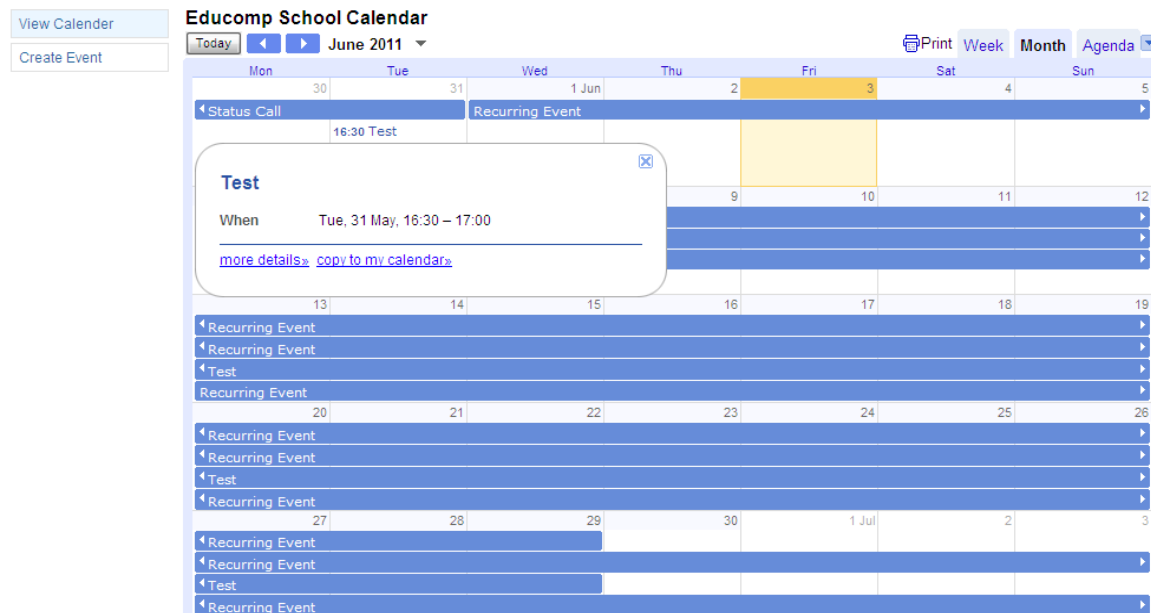


Image 4.1 View Calendar screen

[Home](#) > [Calendar](#) > Create Event

[View Calender](#)  
[Create Event](#)

\*Title:

Add a Title

Description:

\*Start Time:

Jun 03, 2011

15

2:30

AM

☐ All Day

\*End Time:

Jun 03, 2011

15

3:00

AM

Recurring:

[Recurring](#)

Event Type:

☒ Holiday ☐ Extra Curricular ☐ Academic

Target Audience:

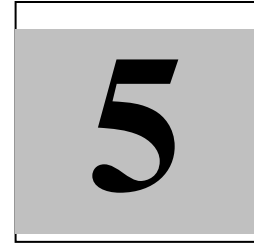
All

Save as Draft

Submit for Approval

Cancel

*Image 4.2 Create Event screen*



## Chapter 5. Marks

### Principal Marks Module

As the Principal, you can use the **Marks** module to do the following activities:

1. Principal receives a **message** when **School Admin** submits the exam structure on registered mobile number.
2. View, approve or reject the exam structure set by the admin.
3. View, approve or reject exam marks sent by teachers.
4. Principal also receives a **message** as **Teacher** submits any exam data for any class or exam type for approval or rejection.
5. Generate and view different types of reports.
6. Generate Report Cards for students.

### Viewing Exam Structure Details

To view the exam structure set by the admin:

1. Click the **View Exam Structure** link on the left pane.
2. Click the **View** button. This opens the **Exam Structure** screen sent by Admin.

<b>View Exam Structure</b>	<b>Exam Structure</b>					
View Submission Summary						
View Records						
Reports						
Class-wise						
Student-wise						
Generate Report Card						
	Date of Submission	Last Rejection Date	Status	Last Rejection Comment	Action	
	20, Jan 2012	20, Jan 2012	Submitted	Please make changes in Class VI exam structure.	Approve	Reject View

Figure 1: View Exam Structure screen

**View Exam Structure**  
View Submission Summary  
View Records  
Reports  
Class-wise  
Student-wise  
Generate Report Card

**Exam Structure**
Status: Submitted
Approve
Reject

Board: CBSE Academic Year : 2011-12 Class : Class VIII Exam Structure: CCE

Scholastic Area Co-Scholastic Area

Exam Type	Percentage	Completion Date	Action
FA1	10.0%	11 Oct, 2011	<a href="#">View</a>
FA2	10.0%	11 Oct, 2011	<a href="#">View</a>
FA3	10.0%	15 Mar, 2012	<a href="#">View</a>
FA4	10.0%	15 Mar, 2012	<a href="#">View</a>
SA1	30.0%	11 Oct, 2011	<a href="#">View</a>
SA2	30.0%	15 Mar, 2012	<a href="#">View</a>

Figure 2: Exam Structure screen

- Principal can view the exam structure sent by Administration for verification.

## Approving or Rejecting the Exam Structure

To approve or reject the exam structure set by the admin after verification:

- Click the **View Exam Structure** link on the left pane.
- Click the **Approve** or **Reject** button. A confirmation pop-up message box will be displayed.
- A **message** will also send to **School Admin** as Principal approves or rejects the exam structure.

**Note:** When you reject the exam structure using the **Reject** button, a pop-up box will be displayed on the screen to ask '**Are you sure, You want to continue?**', after clicking on **Ok** button, a new pop-up box will open on the screen then enter your rejection comments in the pop-up box and click **Save**.

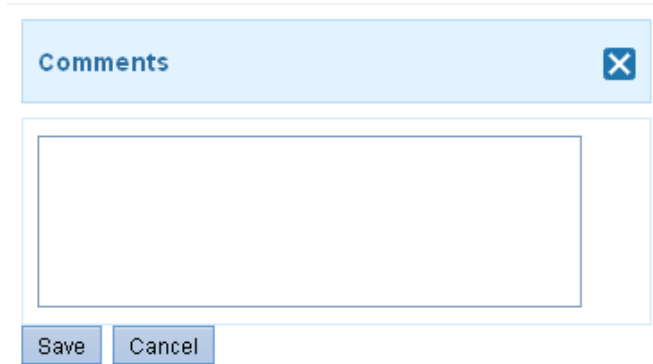
**View Exam Structure**  
View Submission Summary  
View Records  
Reports  
Class-wise  
Student-wise  
Generate Report Card

**Exam Structure**

Date of Submission	Last Rejection Date	Status	Last Rejection Comment	Action
20, Jan 2012	20, Jan 2012	Submitted	Please make changes in Class VI exam structure.	<a href="#">Approve</a> <a href="#">Reject</a> <a href="#">View</a>

Figure 3: View Exam Structure screen





A pop-up window titled "Comments" with a close button (X) in the top right corner. Below the title bar is a large, empty rectangular text area for entering comments. At the bottom of the window are two buttons: "Save" and "Cancel".

Figure 4: Comments pop-up screen

## Viewing Submission Summary

To view the submission summary of teachers:

1. Click the **View Submission Summary** link on the left pane.
2. By default **All** classes, sections and Subjects are selected for current academic year. Data on this page will display after **approval** of exam structure from principal.
3. You can select the class, section and subject and then click on **Go** button for which you want to view the **Submission Summary details**.

View Exam Structure	<b>View Submission Summary</b>			
<b>View Submission Summary</b>	Academic Year: 2011-12	Class: All	Section: All	Subject: All
View Records	<input type="button" value="Go"/>			
Reports				
Class-wise				
Student-wise				
Generate Report Card				
	Teacher	Total Submissions	Submissions Pending	
	Ajay Kumar	44	44	
	Anuradha Pundir	25	25	
	Deepmala Goel	15	15	
	Gaurav Sh	24	24	
	Geeta Sharma	30	30	
	Jagdeep Rana	30	30	
	Kapil Kumar	48	48	
	Laxmi Verma	46	46	
	Nisha Sharma	32	32	
	Nisha Verma	34	34	
	Shakeel Ahamed	12	12	
	Sheeba Khan	25	25	
	Shivdutt Sharma	70	70	
	Soniya Saini	22	22	
	Subodh Kumar	10	10	

Figure 5: View Submission Summary screen

4. Here you can see how much submissions are assigned to a teacher and how much submissions are pending yet.

## View, Approve or Reject Submissions of marks

To view, approve or reject submissions sent by teachers:

1. Click the **View Records** link on the left pane.
2. By default **All** classes, sections, subjects and **Overdue** status is displayed.

- Principal receives a message as Teacher submits any exam data for any class or exam type.
- You can select from **Submitted**, **Approved**, **Rejected**, **Not Started** and **Overdue** status from the drop down and then click on **Go** button to view various types of submissions by teacher.

View Exam Structure  
View Submission Summary  
**View Records**  
Reports  
Class-wise  
Student-wise  
Generate Report Card

**View Records**

Academic Year: 2011-12 Class: All Section: All Subject: All Status: Overdue Go

Class	Section	Assessment	Exam	Subject	Status	Completion Date	Action
Class IX	A	Scholastic	FA1	Biology	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Chemistry	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Economics	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	English	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Geography	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	History	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Mathematics	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Physics	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Political Science	Overdue	11 Oct 2011	<a href="#">View</a>
Class IX	A	Scholastic	FA1	Social Studies	Overdue	11 Oct 2011	<a href="#">View</a>

1 2 3 4 5 6 7 8 9 10 ...

Figure 6: View Records screen

- To view the details of an assessment submission, click the **View** button against the record.

View Exam Structure  
View Submission Summary  
**View Records**  
Reports  
Class-wise  
Student-wise  
Generate Report Card

**Scholastic Assessment**

Academic Year: 2011-12 Class: Class VI Section: A Subject: Biology Exam: FA1 ? Go

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Activity 1 Activity 2 Class Work Home Work Unit Test

Roll No.	Admission No.	Student Name	Accuracy (5.0)	Approach (5.0)	Interpretation (5.0)	Presentation (5.0)	Total Marks (20.0)	Grade
1	107/05	Devendra						
2	153/06	Vishakha						
3	159/0	Ishu Saini						
4	177/06	Parshant						
5	267/06	Ravikant						

Figure 7: Exam Score details screen

- In case of **FA/SA**, '?' button is also visible on the header control. By clicking on this button you can view the details of FA/SA (a pop-up message box will open on the screen).
- To approve an assessment submission, click the **Approve** button against the record.
- To reject an assessment submission, click the **Reject** button against the record. A confirmation comment pop-up message box will be displayed.
- For **Approval** and **Rejection** a message will be sent to **Teacher**.

**Note:** For a given submission, the color of the light next to the **Status** column indicates the approval status of the submission.

- Green light: This color shows that when submissions are **Approved**, **In Progress** and **Submitted**.
- Red light: The submissions have been **Rejected** or **Overdue**.

View Exam Structure  
View Submission Summary  
**View Records**  
Reports  
Class-wise  
Student-wise  
Generate Report Card

## View Records

Academic Year: 2011-12 Class: All Section: All Subject: All Status: Submitted Go

Class	Section	Assessment	Exam	Subject	Status	Completion Date	Action
Class III	A	Major	Annual	Maths	Submitted	31 Mar 2012	Approve Reject View
Class VIII	B	CoScholastic	-	-	Submitted	31 Mar 2012	Approve Reject View
Class VIII	B	Scholastic	FA1	Science	Submitted	11 Oct 2011	Approve Reject View
Class VIII	B	Scholastic	FA3	Science	Submitted	15 Mar 2012	Approve Reject View

## Viewing Class-Wise Report

1. Click the **Class-wise** link under **Reports** on the left pane.
2. Select class and section for which you want to view report.
3. Select one of the following tabs: Overall, Marks Wise, Grade Wise.
4. To specify whether you want the report to be generated based on subject or exam type, select an option from the **Plot Graph on** drop-down box.
5. Select appropriate options from the drop-down boxes next to the **Plot Graph on** drop-down box.
6. Select a view for the report from the **Mode** drop-down box.
  - Data view – Report shows only data.
  - Graph view – Report shows only graph.
  - Mixed view – Report shows the graph at the top followed by data at the bottom.

View Exam Structure  
View Submission Summary  
View Records  
Reports  
**Class-wise**  
Student-wise  
Generate Report Card

## Class-Wise Report

Academic Year: 2011-12 Class: Class VI Section: A

Overall Marks Wise Grade Wise

Plot Graph On: Subject Exam Type: FA1 Filter By: All Mode: Data View

1 of 1 Find | Next

	Year 2011-12													
	Biology													
	Term I				Term II						Overall			
Student Name	FA2	Grade	Total	Grade	FA3	Grade	SA2	Grade	Total	Grade	Total of FA	Total of SA	Total Marks	Grade
Abhishek Sawyer	35.9	D	35.90	D			70.0	B2	70.00	B2	35.90	70.00	61.48	B2
Rajbala Rathore	18.2	E2	18.20	E2							18.20		18.20	E2
Aarti Goyal					57.0	C1			57.00	C1	57.00		57.00	C1

Figure 8: Class-Wise Report screen

7. **Exam Type** filter works only on the basis of **Graph View**.
8. Click on the **Student Name**, a new window will open which display the report of that student.
9. Only **CCE** classes report can be viewed in this tab.

## Viewing Student-Wise Report

1. Click the **Student-wise** link under **Reports** on the left pane.
2. Select class and section that has the student for whom you want to generate report and click on **Go** button.
3. Click the **View** button against the student for whom you want to view the report.

View Exam Structure  
View Submission Summary  
View Records  
Reports  
Class-wise  
**Student-wise**  
Generate Report Card

### Select Student

Academic Year: 2011-12 Class: Class VI Section: A Go

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Roll Number	Admission Number	Student Name	Action																							
1	605	Abhishek Sawer	View																							
2	606	Amisha Solanki	View																							
3	607	Akash Mane	View																							
4	608	Amisha Soni	View																							
5	625	Abhay Singh Pawar	View																							
6	862	Aman Jaiswal	View																							
7	612	Arpit Chawda	View																							
8	626	Aarti Goyal	View																							
9	613	Ayush Jaiswal	View																							
10	721	Devsh Parek	View																							

1 2 3 4

Figure 9: Select Student screen

View Exam Structure  
View Submission Summary  
View Records  
Reports  
Class-wise  
**Student-wise**  
Generate Report Card

### Student Report

Roll No. : 1 Student Name : Abhishek Sawer Admission No. : 605 Class : Class VI Section : A

Scholastic Co-Scholastic Back to Student Selection

Mode : Data View

1 of 1 100% Find | Next

	Year 2011-12				
	Term I		Term II		
Subject	FA2	Term I	SA2	Term II	Overall
Biology	D	D	B2	B2	B2

Figure 10: Student-Wise Report screen

4. Click on **Co-Scholastic** tab to view the report of soft skills.
5. You can view the report as per requirement on the **data** or **graph** or **mixed view** from **mode** drop down.
6. Only **CCE** classes report can be viewed in this tab.

## Generate Report Card

1. Click the **Generate Report Card** tab on the left pane.
2. Select the academic year, class, section and then click on **Go** button.
3. Select the student by clicking on **view** button to whom, you want to generate report card.

View Exam Structure  
View Submission Summary  
View Records  
Reports  
Class-wise  
Student-wise  
**Generate Report Card**

### Generate Report Card

Academic Year: 2011-12 Class: Class VI Section: A Go

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Roll Number	Admission Number	Student Name	Action																							
1	605	Abhishek Sawer	<a href="#">View</a>																							
2	606	Amisha Solanki	<a href="#">View</a>																							
3	607	Akash Mane	<a href="#">View</a>																							
4	608	Amisha Soni	<a href="#">View</a>																							
5	625	Abhay Singh Pawar	<a href="#">View</a>																							
6	862	Aman Jaiswal	<a href="#">View</a>																							
7	612	Arpit Chawda	<a href="#">View</a>																							
8	626	Aarti Goyal	<a href="#">View</a>																							
9	613	Ayush Jaiswal	<a href="#">View</a>																							
10	721	Devysh Parek	<a href="#">View</a>																							

1 2 3 4

Figure 11: Generate Report Card screen

4. Click the **Generate Report Card** button.


View Exam Structure  
View Submission Summary  
View Records  
Reports  
Class-wise  
Student-wise  
**Generate Report Card**

### Generate Report Card

Roll No.: 1 Student Name: Abhishek Sawer Admission No.: 605 Class: Class VI Section: A

[Generate Report Card](#)

1 of 9 100% Find | Next



Affiliation No. 1  
Name of School New Childrens Home  
Complete Address  
Email-id  
Telephone No.

**Report Book**  
**Class Class VI : Session 2011-12**

Student Profile

5. After clicking on **Generate Report Card**, a **PDF** will open with the report card of that student.
6. Now, you can **save** this report card on your desired location.



## Chapter 6. Attendance

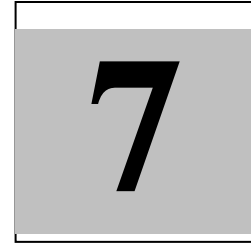
---

The Attendance section lets you view attendance records for all the students from any class section.

Select Class:	KG - A	From	February 02, 2011	To	June 04, 2011	Go
Class KG - A (8) From 02/02/2011 to 06/04/2011						<a href="#">Export to Excel:</a> <a href="#">Print</a>
Date	No. of Students	Present	Absent	Student Absent (%)		
05/15/2011	Sunday	Sunday	Sunday	----		
05/16/2011	8	0	1	12.50%		
05/22/2011	Sunday	Sunday	Sunday	----		
05/27/2011	Holiday	Holiday	Holiday	----		
05/28/2011	Holiday	Holiday	Holiday	----		

*Image 6.1 Attendance screen*





## Chapter 7. Reports

The **Reports** section hosts links to different kind of useful reports. There are several other useful reports, such as the Announcements report detailing the number of announcements made by various roles on various topics, at different times. There are reports for bringing out the statistics for test attempts, assignments, and messages as well.

[Home](#) > [Reports](#) > [Test Attempts](#)

### Reports: Test Attempts

[Overview](#)

[Total Students & Parents](#)

[Exception Report](#)

[Assignments](#)



[Announcements](#)

[Teachers](#)

**[Test Attempts](#)**

[Video Contents](#)

[Messages](#)

From:   To:  

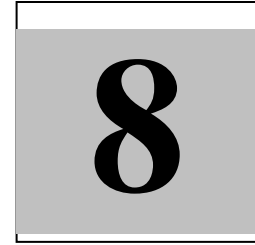
#### Tests Attempts

Unique test taken	4
Average time spent per test	0 seconds
Number of tests attempted by the students	0 tests
Number of tests attempted by less than 25%	0
Number of tests viewed by parents	0
Number of tests viewed by teachers	0
Each tests attempted by the average students	0

*Image 7.1 Reports screen*







## Chapter 8. Messages

---

The **Messages** section enables you to compose messages. It also stores the sent and received messages and announcements. Here, you can compose messages, view sent announcements and messages, and check received messages and announcements.

### Compose Message

*Image 8.1 Messages screen*

For checking the received / sent messages and announcements, click the relevant links from the left pane. And, to compose messages and announcements, perform the following steps:

### Composing a Message

1. Click **Compose – Message** link to open the **Compose Message** screen on the right.
2. Use the available fields to choose one from the available Message Categories. Specify the subject, message, and attachments (if any). Choose Recipients.
3. Click **Send Message** to send out the drafted message.

[Home](#) > [Messages](#) > [Compose Message](#)

## Compose Message

Compose

Message

Sent Items

Announcements

Messages

Received Messages

Received Announcements

\*Subject:

Sports Week

\*Message:


Dear All,  
Our school will celebrate its annual sports fest for one week between 15th to 22nd May, this year.  
A very warm participation from one and all is highly expected.


\*Message Category:

Extra Curricular

\*Send To:

[Choose Recipients](#)

 [Attachments](#)

☐ 

[Send Message](#)

*Image 8.2 Compose Message screen*

# 9

## Chapter 9. Videos

The **Videos** section provides links to the various interesting videos uploaded by EducompOnline for different classes. These self- paced informative videos are meant to act as an aid to students' day-to-day education.

You can view these uploaded videos by selecting the relevant class and subject under it from the left pane under **Videos** main screen. This displays the videos for that subject of that class in the right centre area.

### Videos

pre nursery  
Nursery  
KG  
prep  
class i  
Class II  
class iii  
Class IV  
Class V  
Class VI  
Class VII  
Class VIII  
Class IX  
Class X  
-Biology  
-Chemistry  
-English  
-Geography  
-History  
-Mathematics  
-Physics  
-Political Science  
-Social Studies





**Class X | Biology**





Chapters:

Control And Coordination   [Digestion And Absorption](#)   [Excretion](#)   [Heredity And Evolution](#)   [How Do Organisms Repro...](#)

[Life Processes](#)   [Life Processess](#)   [Management of Natural ...](#)   [Our Environment](#)

**Control And Coordination**

Tropisms and taxes
Nervous system fu...
How the nervous s...
Organism reaction...

Different types o...
Nervous system st...
Brain structure
Nerve centres






Spinal cord struc...
Nerve structure
Pancreas function
Endocrine glands ...

Image 9.1 Videos selection screen

Click the video you wish to play. While the selected video plays in the right centre area, the links to other videos and tests under the same chapter are displayed alongside.

[Home > Videos](#)

## Chemical Composition And Uses Of Salts



Based on Universal Curriculum © Young Digital Planet 2009

Chapter Name: Acids, Bases And Salts

**Video in this chapter**

**Fill in the Blanks**  
Fill in the Blanks:  
The pH Scale

**Interactive Simulation**  
Common Acids and  
their Sources

neutralisation

**Test in this Chapter**

[Practice Test 1](#)  
Questions: 10  
Attempts: 0

[Practice Test 2](#)  
Questions: 10  
Attempts: 0

[Practice Test 1](#)  
Questions: 10  
Attempts: 7

*Image 9.2 Videos play screen*

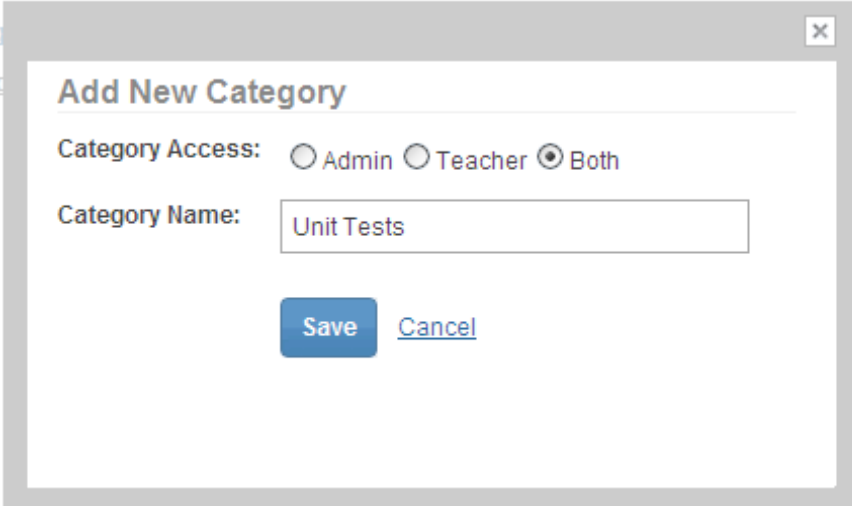
## Chapter 10. Settings

---

As a Principal user, you can manage the message categories and also control their access levels. The **Settings** tab lets you do so. Here are the required steps:

### Adding a New Category

1. Click the **Add New Category** link to open the **Add New Category** screen.
2. Here, specify the **Category Access** and **Category Name** values.
3. Click **Save** to add category.



[Add New Category](#)

Message Categories

Assignments

Holiday

**Add New Category**

Category Access: ☐ Admin ☐ Teacher ☒ Both

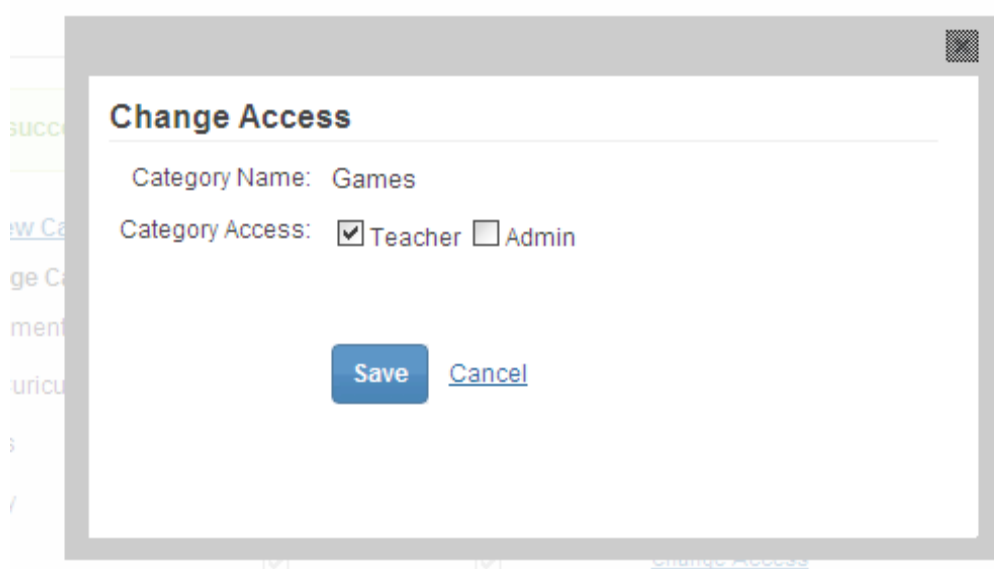
Category Name:

**Save** [Cancel](#)

*Image 10.1 Add New Category screen*

## Changing Access Level

1. Click the **Change Access** link next to the message category. This opens the **Change Access** pop up screen.
2. Change the **Category Access** settings as desired.
3. Click **Save** to submit the changes. A message suggests that the category access level has been successfully changed.



*Image 10.2 Change Access screen*

# 11

## Chapter 11. Tests

The **Tests** section provides links to the various interactive practice tests for different subjects under various classes. These tests are preloaded by Educomp for the sake of giving students the practice for their preparations on different chapters/ topics.

You can preview these uploaded tests by selecting the relevant class and subject under it from the left pane under **Tests** main screen. This displays the tests for that subject of that class in the right centre area.

[Home](#) > Tests

### Tests

newPrePrimary	<a href="#">Practice Test 1</a>	<a href="#">View Test</a>
new pre-Nur	EVS   Chapter:Animals	
newPV	Questions: 10	
NewPreNursery	<a href="#">Practice Test 1</a>	<a href="#">View Test</a>
NewK-12	EVS   Chapter:Birds	
newUPclass	Questions: 10	
newPrep1	<a href="#">Practice Test 1</a>	<a href="#">View Test</a>
e	EVS   Chapter:Exploring Different Countries	
Lower KG	Questions: 10	
Upper KG	<a href="#">Practice Test 1</a>	<a href="#">View Test</a>
Prep	EVS   Chapter:Food	
aaaaa	Questions: 10	
Nursery3	<a href="#">Practice Test 1</a>	<a href="#">View Test</a>
KG	EVS   Chapter:Plant Kingdom	
One	Questions: 10	
Two	<a href="#">Practice Test 1</a>	<a href="#">View Test</a>
Three	EVS   Chapter:Water Pollution	
Four	Questions: 10	
-English		
-EVS		
-Mathematics		

Image 11.1 Tests selection screen



Click the test you wish to preview. The test is previewed and links to other related tests are also displayed on the right side.

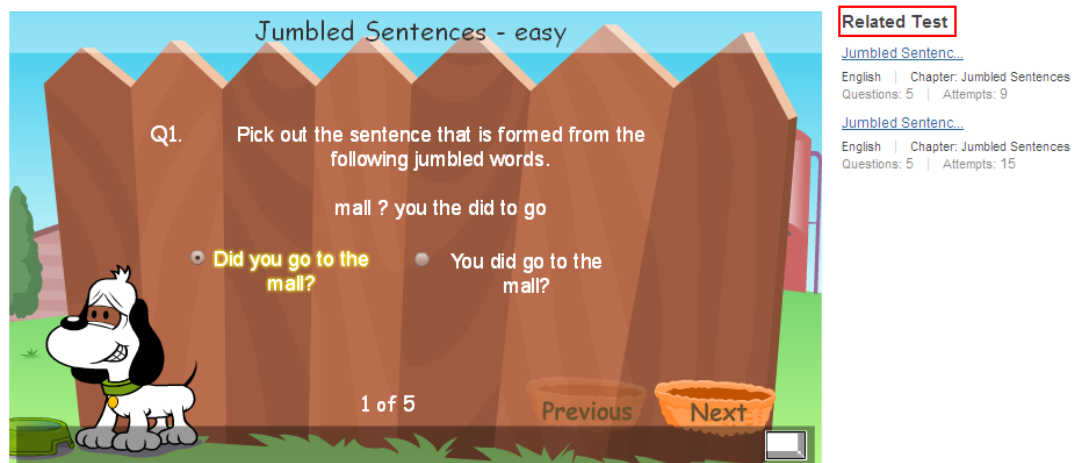


Image 11.2 Tests preview screen

## Chapter 12. Account

---

The **Account** section enables you to update profile settings for the school as well as your own profile. In this section, you as the principal user can edit school profile, your profile, change password, and choose your secret questions in case you forget your password.

### School Profile

---

School Profile

My Profile

Change Password

Account Settings



[Change School Logo](#)

Shikshaarth [\[ Edit \]](#)

#### Contact Info [\[ Edit \]](#)

Email: school@educomp.com

Address: Street 13, Open Lane, Sector 59

City: Gurgaon

State: Haryana

Country: India

PIN Code: 122005

Phone No: 0124 - 34654234

*Image 12.1 School Profile screen*

## Editing School Profile

1. Click the **Student Profile** link from the left pane. Your school's account details, such as logo, title, and contact info is displayed in the right area.
2. Click the appropriate edit links to edit the required information.

### School Profile

[School Profile](#)  
[My Profile](#)  
[Change Password](#)  
[Account Settings](#)

  
[Change School Logo](#)

**Shikshaarth** [\[ Edit \]](#)

**Contact Info** [\[ Edit \]](#)  
Email: school@educomp.com  
Address: Street 13, Open Lane, Sector 59  
City: Gurgaon  
State: Haryana  
Country: India  
PIN Code: 122005  
Phone No: 0124 - 34654234

Image 12.2 Edit School Profile screen

## Editing Self Profile

1. Click the **My Profile** link from the left pane. Your account details, such as basic info, profile picture, and contact info is displayed in the right area.
2. Click the appropriate edit links to edit the required information.

**Principal**

User ID: Prin.NJ [\[ Edit \]](#)

**Basic Info** [\[ Edit \]](#)

Gender:

Date of Birth:

[Change Picture](#)

**Contact Info** [\[ Edit \]](#)

Email: namita.joshi@nagarro.com (Not Verified ?) [Resend Confirmation](#)

Address:

Phone: - (Home)  
011 - 1233 (Office)  
9878987678(Mobile) (Verified)

*Image 12.3 Edit Self Profile screen*


## Changing Password

1. Click the **Change Password** link from the left pane. The **Change Password** screen with appropriate fields displays in the right area.
2. Provide the current password and new password twice.
3. Click **Save** to effect the changes.


## Choosing Secret Questions

1. Click the **Account Settings** link from the left pane. The **Account Settings** screen with 2 dropdowns for choosing the required question, displays in the right area.
2. Pick the questions of your choice and provide the appropriate answers.
3. Click **Save** to effect the changes.

In case you forget your password, you will be asked to answer your secret questions.

\* Secret Question 1:  

\* Your Answer:

\* Secret Question 2:  

\* Your Answer:

Save

*Image 12.4 Choose Secret Questions screen*

## Chapter 13. Picture Gallery

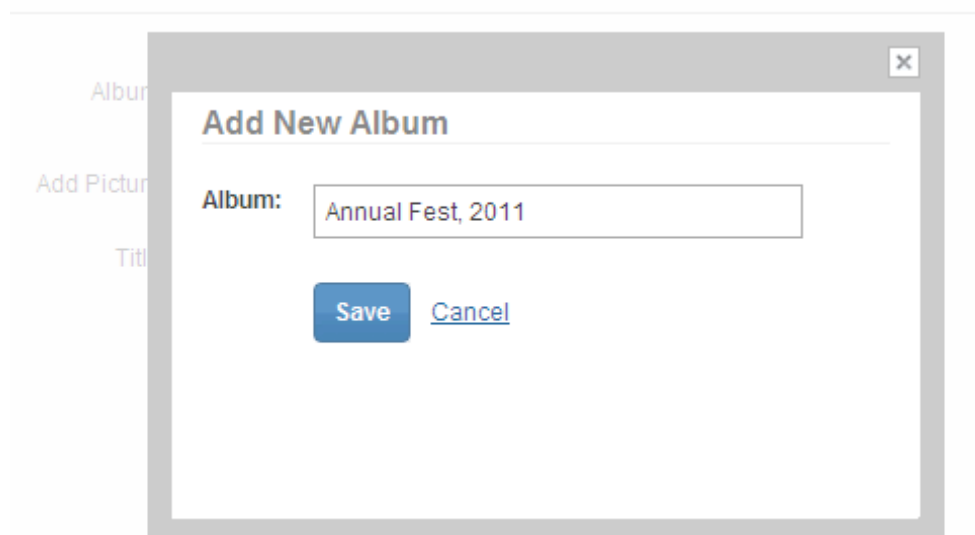
---

The **Picture Gallery** module enables users in different roles to add, view, and edit pictures and picture albums.

As the principal, you can add, edit, and delete albums, and pictures. Here are the steps to do so:

### Adding New Album


1. Click **Add New Album** link to open the **Add New Album** pop up screen.
2. Specify the album name and click **Save** to create a new album by the specified name.
3. The pop up screen is closed and a message is displayed suggesting that the new album is successfully added.



*Image 13.1 Add New Album screen*

## Adding Pictures to an Album

1. Click the **Add Picture** link from the left pane to open the **Add Picture** screen.
2. Select the album to which you wish to add pictures from the **Album:** dropdown.
3. Click **Browse...** and choose the picture files to be uploaded to the album you selected.
4. Specify a title for the picture to be uploaded in the **Title:** field.
5. Click **Add Picture** to add the selected picture to the chosen album. A message suggests that you have successfully uploaded one photo.

Album:   [Add New Album](#) [Delete Album](#)

Add Picture:

Title:

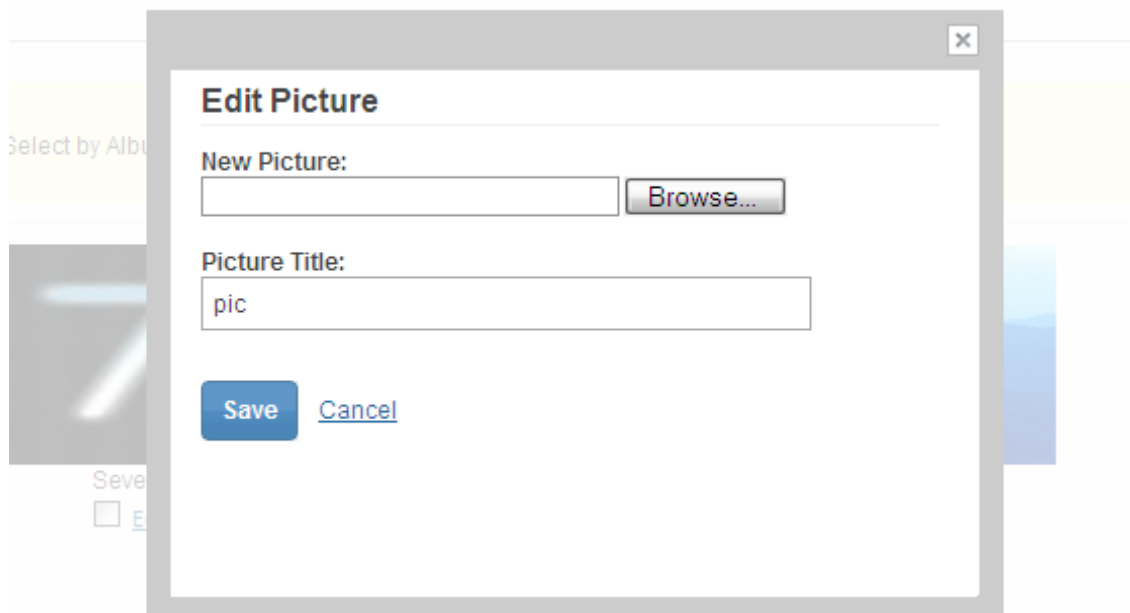
*Image 13.2 Add New Picture screen*

## Editing Pictures

You can change the caption or the picture files for individual picture files added to an album or you can delete one or more pictures from an album in this section.

### Edit Pictures

1. Click the **Edit Picture** link from the left pane to open the **Edit Picture** screen.
2. Select the album under which you wish to edit pictures from the **Select by Album** dropdown.
3. Click the **Edit** link next to the picture you wish to edit. This opens the **Edit Picture** pop up screen.
4. Here, you can change the picture file or the picture title.
5. Click **Save** when done making the changes. A message suggests that your changes have been successfully updated.



*Image 13.3 Edit Picture screen*



## Delete Pictures

1. Click the **Edit Picture** link from the left pane to open the **Edit Picture** screen.
2. Select the album under which you wish to delete pictures from the **Select by Album** dropdown.
3. Select the picture(s) you wish to delete. You can click the **Select All** link to select all pictures under the selected album.
4. Click **Delete**. A message box confirms if you are sure about the deletion.
5. Click **OK** and the picture is deleted from the selected album.



Image 13.4 Delete Picture screen

## Deleting an Album

1. Under the **Picture Gallery** main screen, click the **Delete Album** link to open the **Delete Album** pop up screen.
2. Click **Delete** next to the album record you wish to delete. A message box confirms if you are sure about the deletion.
3. Click **OK** to confirm deletion. If the album had no pictures, it gets deleted. Otherwise, a message suggests that the album could not be deleted as it had pictures in it. Delete the contained pictures in the second case and then repeat the above steps to delete an album.



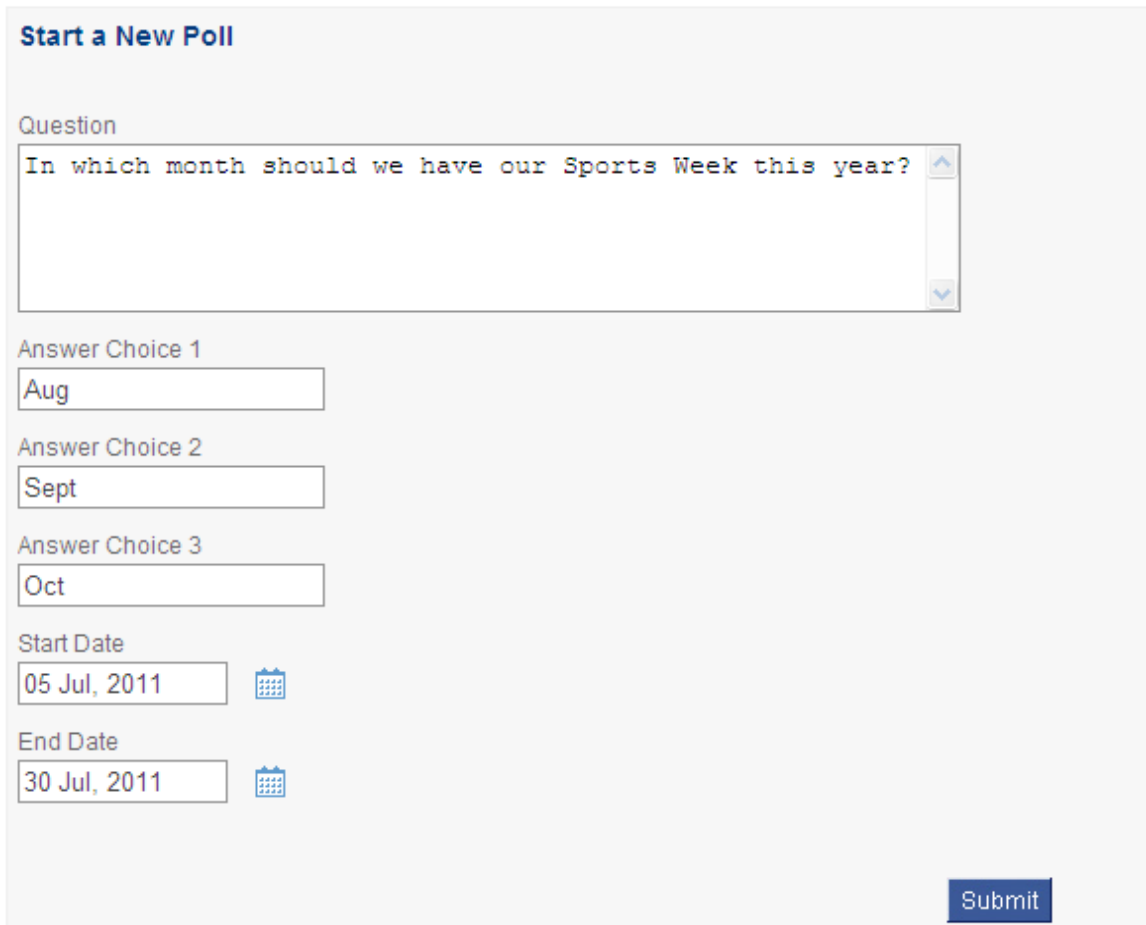
*Image 13.5 Delete Album screen*



## Chapter 14. Polls

---

The **Polls** section enables you to create poll of the day questions for the other users of your school to answer. You also get a view of people's response (%age wise) in this window.



**Start a New Poll**

Question

In which month should we have our Sports Week this year?

Answer Choice 1

Aug

Answer Choice 2

Sept

Answer Choice 3

Oct

Start Date

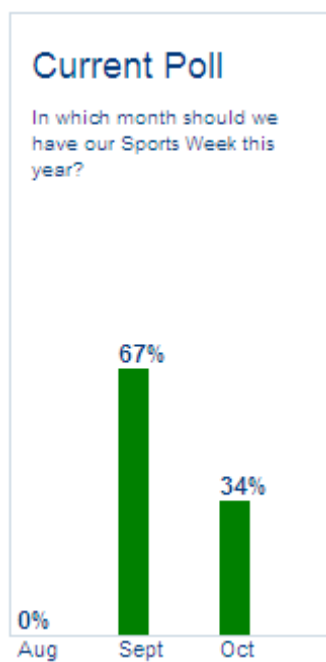
05 Jul, 2011

End Date

30 Jul, 2011

Submit

Image 14.1 Poll creation screen



*Image 14.2 Poll results pane*

## Chapter 15. Eduwiki

---

**EduWiki** is a knowledge warehouse populated and maintained by the EducompOnline teachers' fraternity. From this screen, you can search for information on any topic, which your school teachers and / or other Educomp teachers might have added information on. It acts just like a search engine and you need to be smart while keying in the search criteria to get most precise results. You can search better by specifying a teacher's name, subject title, or the school or class name.



*Image 15.1 EduWiki screen*

When you click the document name or **View** link, the document is opened in a document viewer pop-up window.



Image 15.2 Document Viewer screen

## Chapter 16. Edupress

**Edupress** is a place to view and post articles on specific topics created by Educomp. As the Principal, you can view all the published articles here. You can share your liking or disliking for an article, and can also report an article as inappropriate using the available controls.

Sorted by: <b>Most Liked</b> ▼		Showing 1-14 of 14	
<b>Innovators Target</b> A4993482, Class 1, Nitin		04 Jul, 2011	 1  0
<a href="#">Like</a> <a href="#">Dislike</a> <a href="#">Report as inappropriate</a>			
<b>Map of India</b> nitin.nitin1, Nitin		04 Jul, 2011	 1  0
<a href="#">Like</a> <a href="#">Dislike</a> <a href="#">Report as inappropriate</a>			
<b>Treasure Worth \$22 Billion Discovered at Indian Temple</b> U4993528, Class Seven, Nitin		04 Jul, 2011	 0  0
<a href="#">Like</a> <a href="#">Dislike</a> <a href="#">Report as inappropriate</a>			

Image 16.1





# Chapter 17. Pending Approvals

The principal user has the privilege to preview and accept or reject changes to **School Website, Calendar** submitted by the School Admin user.

You, as the principal, get information about the submitted changes under the **Pending Approvals** section. The changes are notified on the respective module screens as well.

Welcome Principal | [Sign out](#)

[Home](#) | [School Website](#) | [Calendar](#) | [Marks](#) | [Attendance](#) | [Reports](#) | [Messages](#) | [Videos](#) | [Settings](#) | [Tests](#) | [Account](#) | [Picture Gallery](#) | [Polls](#) | [EduWiki](#) | [Eduexpress](#) | **Pending Approvals** | [Teacher Test](#)

Home > Calendar > View Calendar

[View Calendar](#)  
[Create Event](#)  
[Pending Approval](#)

### Introducing School Calendar

Calendar gives you a quick glimpse of the forthcoming events in your school.

### How does School Calendar work?

School Administrator can view, create, edit, and delete events. For the new events, admin can save them as draft, or submit for principal's approval. Once the principal approves it, the event gets visible to the target audience: students, teachers, parents, or all.

### Nitin (Nitin\_4) Calendar

Today
<
>
July 2011

Print
Week
Month
Agenda

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 Jul	2	3
4	5	6	7	8	9	10
		Claas I Students S Monsoon Festival				
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Image 17.1 Pending Approvals screen

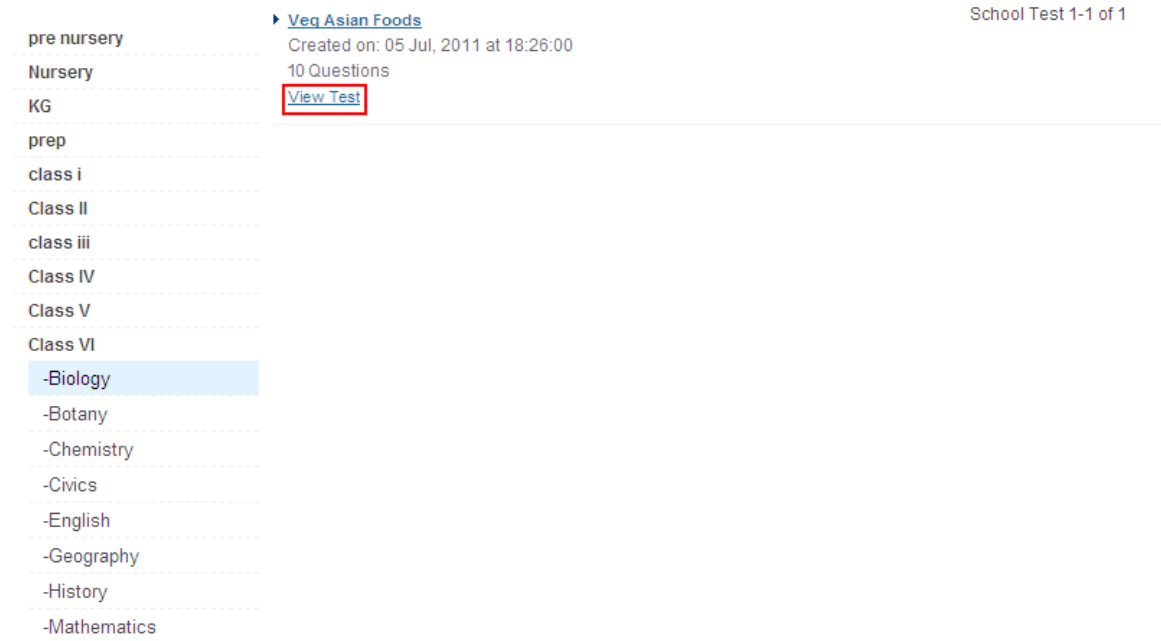


## Chapter 18. Teacher Test

---

The **Teacher Test** section lets you preview the tests created by different subject teachers of your school for their respective class sections.

You can preview these tests by selecting the relevant class and subject under it from the left pane under **Teacher Test** main screen.



*Image 18.1 Teacher Test main screen*